

MEDWAY COUNCIL – JOB PROFILE

JOB TITLE	Trainee Accountant
DIRECTORATE	Business Support Department
SERVICE	Revenue Accounts/Corporate Accounts
RESPONSIBLE TO	Finance Business Partner
GRADE	Range 3
PROFESSIONAL DEVELOPMENT	The Council will support the post holder with a study and development package which will lead to a formal qualification

MAIN PURPOSE OF JOB

This role will provide the support, training and development opportunities to enable the post-holder to gain the skills required become a qualified accountant. The post will rotate at 12 monthly intervals around key areas of finance to ensure experience is gained of the following:

- Financial ledger,
- Budget setting and monitoring (both capital and revenue),
- Reporting including final accounts,
- Undertaking statutory government returns
- Treasury function
- Financial transactions (including debtors, creditors and banking).

The post-holder will:

- Deliver the outcomes and objectives which will be agreed at the start of each element of the programme.
- Work towards a recognised accountancy qualification, passing examinations and demonstrating the required competencies to progress within the career grade.
- Undertake a wide range of projects, duties and responsibilities, as required within particular placements. These will include:
 - Assist in the preparation of revenue and capital budgets,
 - Work with budget managers to promote their ownership of budgets and their understanding of financial responsibilities,
 - Assist in the completion of the final accounts programme,
 - Pro-active and efficient reconciliation of accounts including the reallocation of costs as appropriate.
 - Assist in the budget management of the Council's capital programme including the review of managers forecasting, final accounts and government returns.
 - Assist in the management of the Council's treasury activities, including forecasting the council's cash-flow requirements.

- Work with our Subsidiary companies and supporting their accounting processes.
- Providing finance support to the councils Ward Improvement Programme.
- Inputting of Internal journal transfers and other financial administration tasks.

PERSON SPECIFICATION

QUALIFICATIONS	
Good standard of education including GCSE grade 4-9 or equivalent in Maths and English	Essential
AAT qualification; or nearing completion of AAT or a similar qualification; or extensive relevant experience working within a finance environment	Desirable
KNOWLEDGE AND EXPERIENCE	
Demonstrable experience of working within a finance environment or in a similar post	Desirable
SKILLS	
Excellent ICT skills with the ability to demonstrate the application of these within a work context.	Desirable
Demonstrable ability to use judgemental, analytical or creative and developmental skills to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.	Desirable
Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences including other staff and customers.	Desirable

COMPETENCIES (You will be assessed against the competences below as part of the interview)

Factor	Level	Competency
Knowledge	3	Carries out a range of tasks and understands the procedures associated with them. Uses equipment provided and has the written and numerical skills needed to compile straightforward reports, correspondence, calculations, carry out rules based assessments.
Mental Skills	2	Uses judgement and creativity to assess situations, solve straightforward problems and adapts to new ways of working
Communication Skills	3	Uses written and oral communication skills to present varied information in an understandable way to a range of audiences
Initiative and Independence	3	Works within defined procedures and can work independently, using initiative to deal with straightforward situations, referring

		to supervisor/line manager for unusual or difficult problems.
Responsibility for People	1	Carries out tasks which has limited or no direct impact on the wellbeing of individuals or groups of people. The work may require common courtesy or consideration where encountering members of the public incidentally in the course of normal duties.
Responsibility for Supervision	1	Has no or limited direct responsibility for the supervision, direction or co-ordination of other employees. However will be able to demonstrate own duties, give advice or guidance to new employees or others.
Responsibility for Finance	2	Has some direct responsibility for financial resources, this can regularly involve either; 1) Handling of cash, or processing of cheques, invoices or equivalent, or 2) Accounting for considerable sums of money, where care and accuracy and important, or 3) Being accountable for small expenditures from an agreed budget or equivalent income.
Physical Skills	3	Is dexterous and has co-ordination or sensory skills, and can engage these skills where there is some demand for precision.
Physical Demands	1	Is able to carry out tasks and activities in a mostly sedentary position and allow for considerable flexibility of movement. There maybe limited requirements for standing, walking, bending or stretching, or an occasional need to lift or carry items.
Mental Demands	2	Is able to apply general awareness and sensory attention with either; 1) lengthy periods of concentrated sensory attention, or 2) lengthy periods of enhanced mental attention, or 3) medium periods of concentrated mental attention, or 4) when there are considerable levels of work related pressure, for example, from deadlines, interruptions or conflicting demands
Emotional Demands	2	Can handle contacts with, or work for, people who through their circumstances or behaviour occasionally place emotional demands on the jobholder.
Responsibility of Physical Resources	2	Will have some direct responsibility for physical resources, this will involve either; 1) adaptation, development or design of significant information systems, or 2) adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent, or 3) security of a range of high value physical resources, or 4) ordering of a wide range of equipment and supplies, or

		5) making a significant contribution to the adaptation, design or development of either large-scale information systems for use by others, or of a range of equipment, land, buildings, other construction works or equivalent.
Working Conditions	2	Will have some exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.

ORGANISATION

(i) ORGANISATION CHART

See Appendix A.

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

This post will report to the relevant Finance Business Partner / Principal Accountant for each element of the rotation.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post-holder will be expected to work independently.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

This post has no supervisory or management responsibilities.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

This post would deal with staff at all levels including Budget/Service Managers, and all Integra Users.

FINANCIAL ACCOUNTABILITIES

The post has no direct budget responsibilities.

WORKING ENVIRONMENT

The role involves hybrid working – remotely from home and in the Medway Council Offices, Gun Wharf, Chatham but may occasionally be required travel to other places within Medway. Normal office hours will apply with some flexibility expected to attend any meetings that extend beyond normal hours.

Range	Qualification level to be studied (achievement required to progress where appropriate)	Accountability	Additional competencies (must be demonstrated and validated by management to progress)	
R2	AAT – Professional Diploma in Accounting Followed by one of the following: CIPFA – Professional Certificate CIMA – Operational Level (Diploma) ACCA – Diploma ICAEW – Certificate in Corporate Finance	Accounting: <ul style="list-style-type: none"> Assist with the production of the annual statement of accounts Assist with the production of the Council's annual revenue and capital budget Assist in ensuring that reconciliations are done in an accurate and timely way Assist with transactional and accounting entries within the Integra ledger system Undertake reconciliations in an accurate and timely way Processing and monitoring financial transactions for the subsidiary companies. Processing and reconciling ward improvement fund requests Other: <ul style="list-style-type: none"> Undertake, participate in or advise on special projects and internal working groups as required Assist senior Finance staff with other financial matters as appropriate Review of procedure notes as required 	Key Finance Processes	Able to co-ordinate aspects of a key process. Can liaise with appropriate finance staff to resolve technical issues.
			Accounting Knowledge	Able to apply basic principles and work in accordance with relevant rules and procedures
			Use of Corporate IT Systems	Able to utilise corporate systems to solve problems and meet relevant information needs. Can design and run reports on the reporting system.
			Managing Workload	Manages a workload containing a mixture of regular and ad-hoc tasks to agreed timescales
			Communication of Information	Is able to obtain financial information and translate into a meaningful format to present to managers
			Producing Financial Reports	Identifies relevant sources and collates data. Provides data in a clear and understandable format to be used in reports
			Team Work	Is able to use knowledge of division/team to provide relevant information to interested parties
R3	CIPFA – Professional Diploma CIMA – Management level (Advanced Diploma) ACCA – Advanced Diploma ICAEW – Diploma in Corporate Finance	Accounting: <ul style="list-style-type: none"> Assist and advise budget holders in the budgetary control including the preparation of reports Assist with the completion of benchmarking and other statistical returns as required Assist in the completion of Government returns and freedom of information requests Treasury: <ul style="list-style-type: none"> Assist with managing the Council's cash flow requirement 	Key Finance Processes	Identifies problems with key process tasks and acts accordingly. Can identify and transact necessary adjustments. Understands the need to review audit recommendations and put them into practice
			Accounting Knowledge	Can apply complex technical rules where required. Applies relevant local government finance rules where required. Can communicate rules to non-finance staff.
			Use of	Is able to use financial systems to draw

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		<ul style="list-style-type: none"> Assist with the completion of returns and reports as required Completion of treasury benchmarking and statistical returns <p>Other:</p> <ul style="list-style-type: none"> Assist senior Finance staff with other financial matters as appropriate Financial appraisals as required 	Corporate IT Systems	out relevant financial information. Can suggest viable improvements to departmental and corporate systems. Understands the linkages between different Modules and interfacing systems.
			Managing Workload	Manages a workload consisting of regular annual, monthly, and quarterly tasks; ad hoc requests from management and longer term projects. All to agreed timescales.
			Communication of Information	Uses available IT and other resources to communicate complex financial information in a simplified manner to managers.
			Producing Financial Reports	Production of financial reports using a variety of graphs and tables to present data within reports. Can provide verbal/narrative explanation on reports produced.
			Team Work	Can provide key information to managers using knowledge of team/division. Ability to work flexibly across several areas of the team to cover wide variety of projects and work.
R4	CIPFA – Strategic Stage ACCA – BSc (Hons) CIMA – Strategic Level ICAEW – CF Confirmation	<p>Accounting:</p> <ul style="list-style-type: none"> Assist with Capital transactions and Fixed asset accounting entries Responsibility for delegated tasks within the production of the annual statement of accounts Assist and advise budget holders in budgetary control including the preparation of reports and meetings for designated budgets Completion of Government returns and freedom of 	Key Finance Processes	Able to oversee key processes in defined areas. Can suggest improvements to key processes. Displays technical knowledge of the issues involved.
			Accounting Knowledge	Can identify the need to apply accounting rules and concepts contained in the CIPFA Code or similar. Can brief senior officers on developments.
			Use of Corporate IT	Is able to contribute to major reviews of financial systems and applications, and

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		information requests <ul style="list-style-type: none"> Completion of accounting entries and final account working papers relating to fixed assets Treasury: <ul style="list-style-type: none"> Operate the on-line banking system Place investments in line with the agreed strategy balancing risk and return Assist in the formulation of the Treasury Strategy and Treasury Management Policies Other: <ul style="list-style-type: none"> Advise and report to members on relevant financial matters if required including attendance at committees and working groups if appropriate Assist senior Finance staff with other financial matters as appropriate 	Systems	suggest solutions to problems encountered.
			Managing Workload	Agrees and manages a workload against agreed performance targets, including an element of medium term project work i.e. Corporate or Departmental Projects.
			Communication of Information	Is able to utilise various methods including verbal presentations, tables, diagrams and written briefings to communicate high level and complex information to senior managers
			Producing Financial Reports	Provides a full and explanatory narrative along with reports.
			Team Work	Has the ability to take on extra workload when required to cover for team members when on leave or there are vacancies.